

**CITY OF SAUSALITO - BUILDING DIVISION**

420 LITHO ST, SAUSALITO CA 94965

P: 415.289.4128 F: 415.339.2256

**CONSTRUCTION DRAWINGS  
RESPONSE / REVISION FORM**

Project Address: \_\_\_\_\_ Agency PC / Permit #: \_\_\_\_\_

Revision Date: \_\_\_\_\_ CSG PC #: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Submittal Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**INSTRUCTIONS FOR APPLICANT**

- Identify the current changes made on your revised plans by checking the boxes below.
- If the revisions will affect any component of the exterior appearance, revised architectural elevations must be submitted.
- List revisions on index sheet.
- Revised plans shall notate the changes on the plan with clouds. Only the most recent changes shall be clouded. Clouds must be removed from previous changes.
- Submit the same number of copies of revised plans as originally submitted, unless otherwise directed by City Staff.
- Failure to provide all relevant information may result in the delays in the review of your revise plans or issuance of your building permit.
- ANY MATERIALS SUBMITTED BEFORE ALL REVIEWS ARE COMPLETED MAY BE RETURNED TO APPLICANT.

DESCRIPTION OF REVISION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**IDENTIFY CHANGES SHOWN ON REVISED SHEETS**

- |   |  |
|---|--|
| <input type="checkbox"/> Change in use: _____   | <input type="checkbox"/> Mechanical - Sheet #'s _____                      |
| <input type="checkbox"/> Change in Elevation - Sheet #'s _____                        | <input type="checkbox"/> New floor area - Sheet #'s _____                  |
| <input type="checkbox"/> Change in number or location of windows -<br>Sheet #'s _____ | <input type="checkbox"/> Plumbing - Sheet #'s _____                        |
| <input type="checkbox"/> Change of roof/ceiling - Sheet #'s _____                     | <input type="checkbox"/> Public Right of Way - Sheet #'s _____             |
| <input type="checkbox"/> Drainage - Sheet #'s _____                                   | <input type="checkbox"/> Response to plan check comments - Sheet #'s _____ |
| <input type="checkbox"/> Driveway - Sheet #'s _____                                   | <input type="checkbox"/> Rough frame - Sheet #'s _____                     |
| <input type="checkbox"/> Electrical - Sheet #'s _____                                 | <input type="checkbox"/> Section Detail - Sheet #'s _____                  |
| <input type="checkbox"/> Floor plan - Sheet #'s _____                                 | <input type="checkbox"/> Setback - Sheet #'s _____                         |
| <input type="checkbox"/> Footing - Sheet #'s _____                                    | <input type="checkbox"/> Structural calcs - Sheet #'s _____                |
| <input type="checkbox"/> Foundation - Sheet #'s _____                                 | <input type="checkbox"/> Structural details - Sheet #'s _____              |
| <input type="checkbox"/> Grading - Sheet #'s _____                                    | <input type="checkbox"/> Structures in Easement - Sheet #'s _____          |
| <input type="checkbox"/> Landscape - Sheet #'s _____                                  | <input type="checkbox"/> Other: _____                                      |

Will the revisions affect any component of the structure's exterior appearance? ☐ Yes ☐ NoDid your project require Planning Commission approval? ☐ Yes ☐ No

I, \_\_\_\_\_ (architect, designer, engineer), do hereby declare under penalty of perjury that the information on this form and its attachments are true, complete, and correct to the best of my knowledge.

Signature \_\_\_\_\_ Date \_\_\_\_\_